# City of Greensboro Water Resources Department

### **Stormwater Credit Policy**

January 1996

Revised: December 2005

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### I. Introduction

The City of Greensboro is not located on a major river system; consequently, the City's natural supply of water is limited. With the increased water demand and pollution potential associated with the continued urban growth of our community, managing and protecting Stormwater runoff has become an important component of the City of Greensboro's water resources management.

On July 1, 1994, the City of Greensboro's Stormwater Management Division was established. The Stormwater Division, as a part of the Water Resources Department, has the responsibility to manage and coordinate the delivery of all Stormwater services within the City. Services provided include Stormwater quality management, drainage infrastructure management and comprehensive planning. Other important elements of the Stormwater program include:

- Developing a Master plan to identify and provide for the future needs of the City's Stormwater infrastructure.
- Identifying and reducing the amount of pollutants carried by Stormwater runoff into the community's lakes and streams.
- Working with the community to develop and implement efficient and cost-effective Stormwater designs.
- Improving the maintenance of the existing Stormwater drainage system.
- Educating citizens about the importance of Stormwater management and non-point source prevention measures and how they can help.

The Stormwater utility fee funds these services as well as services in the Stormwater Maintenance and Street Cleaning Divisions. The administrative credit program recognizes a variety of activities that support the City's Stormwater management objectives.

This document represents a Stormwater fee credit program to recognize customers whose activities compliment Greensboro's Stormwater goals. Non-single family residential, commercial, and industrial customers with established Stormwater utility fee accounts (that have taken measures to reduce the impacts of Stormwater runoff on Stormwater conveyance systems and surface water quality), may through this fee credit program be eligible for a reduction in Stormwater fees of up to fifty-five percent (55%).

### **II.** Non Point Source (NPS) Pollution Control Credit Policy

#### A. Introduction

All of the following criteria must be met to receive a five percent (5%) reduction in the Stormwater service fee. Criteria to be fulfilled in order to qualify for this non-structural Stormwater credit include:

Criteria 1: Educational Programs

Criteria 2: On-site Refuse Management Program

Criteria 3: On-site Stormwater System Maintenance & Cleaning Program

Criteria 4: Paved Area Sweeping Program

Criteria 5: Used Motor Oil Recycling Program

Upon approval and completion of a Stormwater credit application, credit will be applied after completion of a satisfactory inspection. The purpose of the inspection is to make sure the above criteria are being met. If any particular criteria are not applicable to an applicant's property or land use, the applicant may apply for an exemption. Each submittal should include a short description covering site history and justification for the request. All requests will be reviewed on an individual basis with findings of the review transmitted back to the customer within 45-days of receipt.

### **B.** Educational Programs

Organizations wishing to receive Stormwater Fee credits for educating organizational personnel in the areas of environmental awareness must agree to meet the following minimum standards:

- a) Organization will post environmental information in clearly visible, personnel frequented areas. Information for the posters will be supplied by the City of Greensboro.
- b) Distribute environmental literature to all organizational personnel on an annual basis.
- c) Information for required educational materials will be made available through the City of Greensboro Stormwater Management Division; however, the creation of said materials is the responsibility of the organization receiving credit. The information may be incorporated into existing literature and/or news letters that are produced by the organization.
- d) Copies of distributed information must be supplied to the City of Greensboro with the date it was distributed.
- e) Organizations that participate in the Adopt-a-Stream program for the entire credit period or volunteer to apply drain markers once during the credit period will be exempt from the requirement to resubmit the Credit Application each year.

### C. On-Site Refuse Management Program

The following minimum criteria must be satisfied to receive credit for the On-Site Refuse Management Program:

- a) Identify or develop the organization's on-site refuse control management plan.
- b) Submit litter reduction program encouraging personnel and public to properly dispose of waste materials for approval.
- c) Initiate and maintain a comprehensive on-site waste material recycling program. Certification of participation in such a program is required.
- d) Provide and maintain refuse container covers designed to eliminate exposure to the environment (wind, rain, snow, etc.).

### D. On-Site Stormwater System Maintenance & Cleaning Program

To receive credit for the On-Site Stormwater System Maintenance & Cleaning Program the applicant must submit a detailed management plan for cleaning and maintaining on-site Stormwater structures. The management plan must address the following structures (where applicable):

- a) Catch Basins & Outfalls
  - must be cleaned as necessary with a minimum of 2 times per year.
- b) Curb and Gutter
  - must be cleaned as necessary with a minimum of 4 times per year.
- c) Water Quality Best Management Practices (BMP's)
  - will be required to be routinely maintained and will be inspected at a minimum on an annual basis.

#### E. Paved Area Sweeping Program

The following minimum criteria must be satisfied to receive credit for the Paved Area Sweeping Program:

- a) Develop, submit, and document implementation and continuation of a detailed management plan for the paved area sweeping needs.
- b) All paved areas must be swept as necessary with a minimum of once weekly.

### F. Used Motor Oil Recycling Program

The following minimum criteria must be satisfied to receive credit for the Used Motor Oil Recycling Program:

- a) Offer and maintain an on-site, used motor oil recycling collection facility.
- b) Be able to document receipt and disposal of used motor oil at registered oil recycling facility if criteria do not apply.
- c) Display City of Greensboro Used motor Oil Recycling informational material in clearly visible publicly frequented on-site locations.

### III. Stormwater Quality and Runoff Control Credit Policy

#### A. Introduction

Eligible Stormwater customers may apply for a maximum of fifty percent (50%) Stormwater Fee Credit. The actual percentage of fee credit a customer will receive will be determined through an evaluation of the quality and quantity and/or the rate in which the Stormwater leaves the customer's property. The 50% maximum credit is made up of the following three components:

Stormwater Quality Control Credit

Stormwater Runoff Rate Control Credit

Stormwater Offsite Quality Control Credit

Total Water Quality/Runoff Credit

15% Maximum

15% Maximum

50% Maximum

### **B.** Stormwater Quality Control Credit Policy

To receive any water quality credit, a minimum of seventy percent (70%) of site Stormwater runoff must be routed through one of the water quality Best Management Practice (BMP) systems listed in Table I (Appendix B). The percentage of water quality credit will be calculated based upon the result of the following equation and in no case shall exceed 15% (15% maximum):

Credit = % Total Drainage Flow x BMP % Removal Allowance x 15% Max. Water Quality Credit

Percent removals are based on typical water quality characteristics of actual versus typical predeveloped land use which were taken from Table 2 (Appendix C). The lowest calculated percent removal for any single water quality parameter analyzed will be equal to the maximum achievable percent removal allowance for the site. To achieve credit for pollutant removals above the removal values listed in Table 1 (Appendix B), the property owner must complete and submit for acceptance (in the sole discretion of the City of Greensboro) findings which substantiate that higher water quality goals are being achieved. This documentation must be prepared by a registered engineer in the State of North Carolina and be accompanied by certified laboratory water quality results.

All Stormwater BMP structural controls must be designed in accordance with the City of Greensboro Stormwater Management Manual. All other water quality protection structural control systems will be considered on a case-by-case basis. Plans and design calculations are required for consideration of credits for all water quality protection control systems other than those listed in Table I (Appendix B). These plans and design calculations shall be prepared by an engineer registered in the State of North Carolina and shall include an estimate of percent pollutant removal capabilities along with a schematic design of the proposed system. Innovative solutions addressing Stormwater quality issues are welcomed and may be considered and if acceptable, implemented by the City of Greensboro.

#### C. National Pollutant Discharge Elimination System Stormwater Permit Holders

The United States Environmental Protection Agency requires certain types of industry to obtain and support a National Pollutant Discharge Elimination System (NPDES) permit to

manage/monitor industrial site Stormwater runoff. Typically, an NPDES Stormwater permit will require the specified industry to conduct extensive quarterly or semi-annual Stormwater quality monitoring. Industry customers that have a NPDES Stormwater permit, but do not have any of the BMP's referenced in Table I (Appendix B) in place, may qualify for a water quality credit. In order to be considered for a water quality credit, industrial customers must submit: (1) certification that they are in compliance with all aspects of their NPDES Stormwater permit; and (2) certified copies of the test results of NPDES permit required annual sampling.

### D. Stormwater Runoff Control Credit Policy

A twenty percent (20%) Stormwater Fee Credit may be granted in cases where the post developed rate of runoff is less than or equal to the runoff rates at pre-development. Properties that reduce their peak discharge rate to pre-developed conditions are eligible to receive a Stormwater runoff control credit. If site conditions do not allow for a complete reduction to the pre-developed peak discharge rate, the credit will be determined proportionally based on the amount of reduction attained (i.e., if the developed peak discharge is reduced by 80 percent of the differential runoff. then the corresponding credit would be  $0.80 \times 20\% = 16\%$ ). Runoff rate analysis is to be based on a 10-year storm event with supporting calculations prepared and sealed by an engineer registered in the State of North Carolina.

### E. Offsite Stormwater Quality Control Credit Policy

A Stormwater Fee Credit, up to a maximum of 15% of fee, may be granted if the applicant demonstrates to the satisfaction of the City of Greensboro (with supporting data and calculations) that the Stormwater treatment facility provided on the property is adequate (i.e. designed in accordance with City Stormwater Management Manual) to treat offsite runoff from one or more developed properties (for which no Stormwater controls exist at the time of the application for credit), in addition to the onsite runoff. The credit is applicable for Water Quality Control through a State of North Carolina approved Best Management Practice (BMP) structure. No credit will be granted for Non-Point Source Pollution Control for offsite developed properties, since the provisions for this control have to be made onsite on the respective properties. To be eligible for Offsite Runoff Quality Control Treatment Credit, the offsite drainage area must be contiguous with the onsite drainage area. The maximum allowable credit for off-site runoff quality control treatment shall be limited to a maximum of 15% of Stormwater fee for the applicant's property. The credit will be allowed only if there is no contractual BMP maintenance agreement between the owner (or owner's representative) of the upstream offsite development and the credit applicant. A notarized signature statement to this fact must be submitted with the credit application to the City along with supporting calculations from an engineer registered in the State of North Carolina.

At such time that the offsite runoff is treated prior to draining onsite through a Best Management Practice (BMP) structure, or a maintenance agreement is executed between the appropriate parties, the offsite runoff quality control treatment credit may be re-evaluated for reduction or cancellation accordingly, based on the following formula:

### IV. Enforcement Policy – Non-Waiver

In the event a credit amount is established, the City reserves the right at any time to review the application for accuracy and inspect the site for compliance. If, after review, the application is found to be inaccurate or minimum water quality goals are not being achieved, the City may, without further notice or review, discontinue the credit. It will be the responsibility of the customer to prove Stormwater control goals are being met prior to the credit being reissued.

- 1. In the event that Stormwater structural controls are in place, the City reserves the right to periodically inspect these facilities to ensure that these facilities are being adequately maintained and pollutant removal goals are being met. If an inspection indicates a problem, the customer will be notified in writing and given 30 days to correct the findings. After the findings have been corrected, the owner must provide written documentation that the facility is now operating properly and meeting its design objectives. The Stormwater services credit will be terminated on the following billing cycle if any discrepancies are not corrected.
- 2. All structural water quality control systems that are not listed in Table 1 (Appendix B) may require, at the request and at no cost to the City, periodic certified laboratory water quality sampling and result reporting to ensure that water quality standards are being met.

Nothing herein shall prevent the City of Greensboro from enforcing any stormwater rule, ordinance or regulation.

### V. Renewal Process

Once approved credits will be applied to accounts annually. Annual application for additional annual credit through notarized certification will be required. It is the applicant's responsibility to renew the application.

### VI. Appeals Process

Appeals of credit decisions will be made to the City of Greensboro's Stormwater Division Manager.

### **VII. Stormwater Services Fee Credit Summary**

This document sets forth an administrative Stormwater fee credit program to recognize and encourage customers whose activities complement Greensboro's Stormwater goals. Non-single family residential, commercial, and industrial customers with Stormwater accounts that have taken measures to reduce the impacts of Stormwater runoff on Stormwater conveyance systems and surface water quality, may be eligible for a credit of up to fifty-five percent (55%) of their Stormwater fee. Only customers that currently are being billed for more than the minimum user rate of one (1) ERU per billing cycle are eligible to participate in the credit program. After approval of the application, any credits approved, will be applied to the City Services account during the following billing cycle.

Typical instances in which credit will be considered include implementation of:

- Non Point Source Pollution (non-structural) controls
- Water quality (structural) controls
- Runoff (structural) controls

The following is a summary of Stormwater credits that will be applied to your City Services account.

Non Point Source Pollution Control Credit Policy Directly related to pre-treatment of the source of pollution through non-structural methods.	5 credits
Stormwater Quality Credit Policy Directly related to percent removal allowances for in-place BMP structural water quality controls.	15 credits (Max.)
Runoff Control Credit Policy Directly proportional to percent reduction in peak runoff rates towards pre-development runoff rates.	20 credits (Max.)
Stormwater Offsite Quality Control Credit Policy Directly related to percent removal allowance for offsite runoff treated in an adequately designed BMP structural water quality control device.	15 credits (Max.)

#### MAXIMUM OBTAINABLE STORMWATER CREDIT

55 credits

For any questions concerning this credit policy, please contact the City of Greensboro Environmental Help Line at (336) 373-2812.

# Appendix A:

### **Schematics of BMP**

**Structures** 

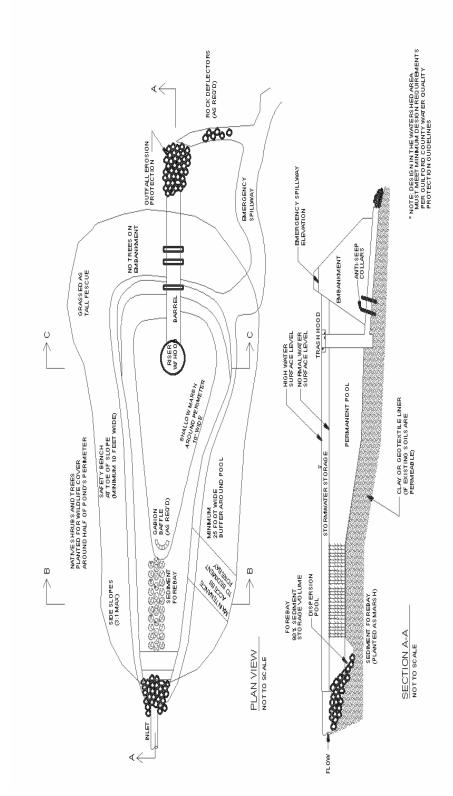


Figure 1: Wet Detention Basin

SCHEMATIC OF TYPICAL WET DETENTION BASIN

11

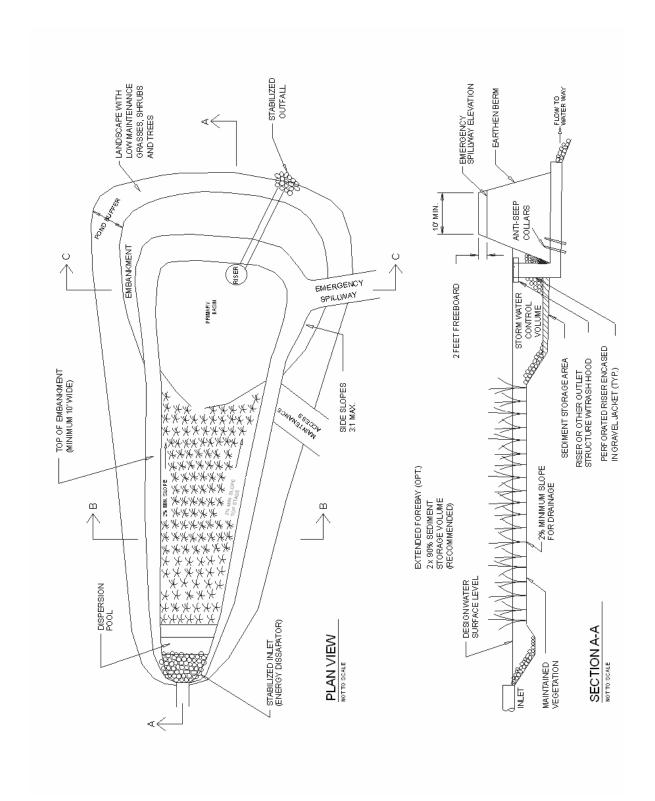


Figure 2: Typical Extended Detention Basin

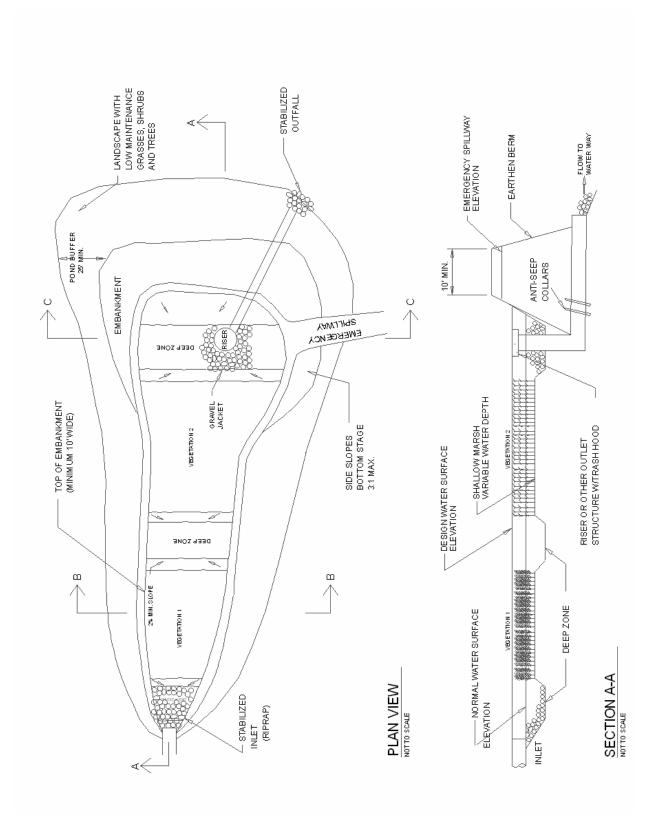


Figure 3: Typical Constructed Wetlands

13

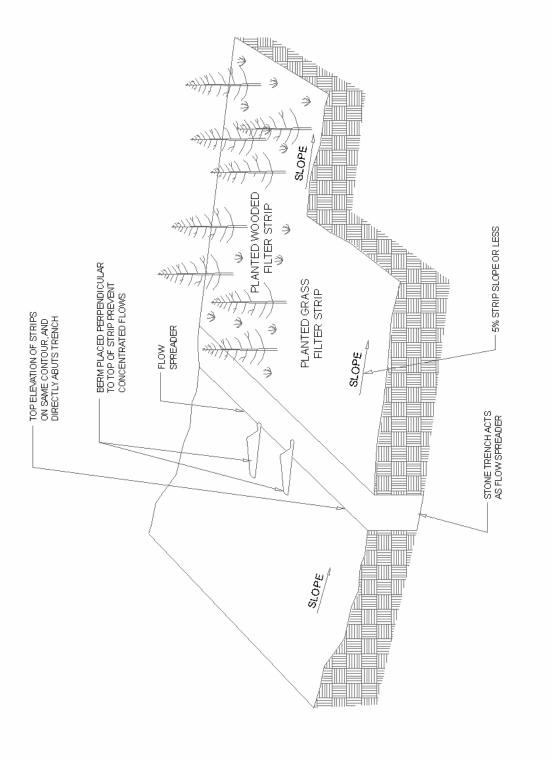


Figure 4: Filter Strip

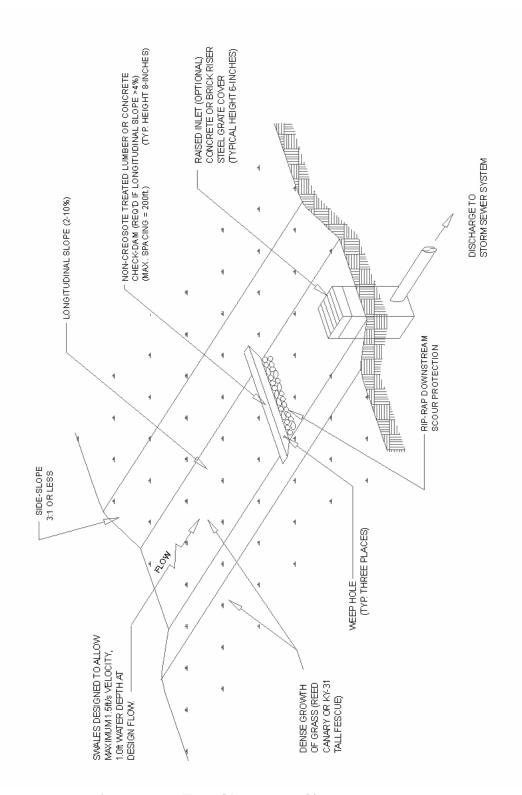


Figure 5: Grass Swale

15

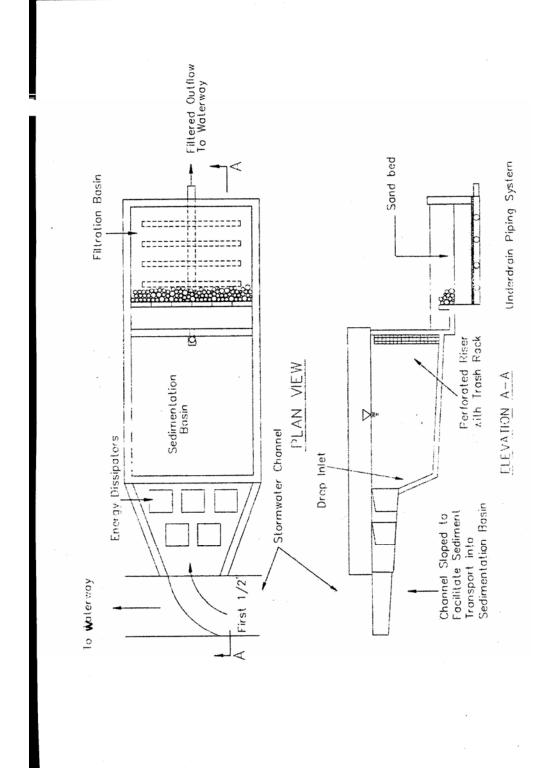


Figure 6: Austin First-Flush Basin Full Sedimentation Design

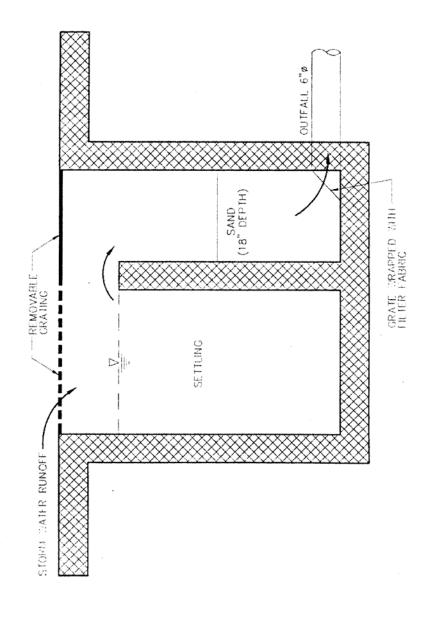


Figure 7: Linear Stormwater (Sand) Filter

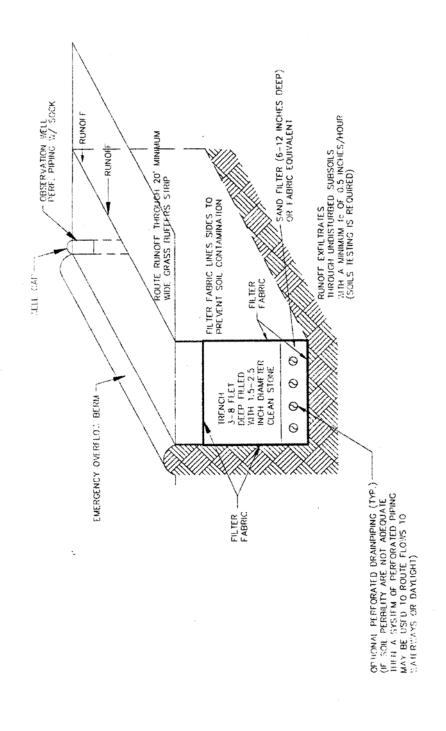


Figure 8: Infiltration Trench

### Appendix B

### Water Quality Best Management Practice (BMP) Credit Removal Efficiencies

BMP Description	Percent Removal Allowance
Detention Ponds:	
Extended Detention Ponds	60%
Wet Detention Ponds	60%
Constructed Wetlands	70%
Vegetative Filtration:	
Filter Strips	20%
Grass Swale	40%
Infiltration and Filtration:	
Austin First-Flush Filtration Basin	80%
Sand Filters	70%
Infiltration Trenches	50%
Zero Discharge Facilities	90%

## **Appendix C**Water Quality Median Concentrations

Pollutant	Pre-Development Median	Commercial/Industrial Median
BOD(mg/l)	8.0	9.3
COD(mg/l)	40	57
TSS(mg/l)	70	69
Total Lead (ug/l)	30	104
Total Copper(ug/l)	0	29
Total Zinc(ug/l)	195	226
TKN(mg/l)	0.965	1.18
$NO_2 + NO_3 (mg/l)$	0.543	0.572
Total P(mg/l)	0.121	0.201
Soluble P(mg/l)	0.026	0.08
pH	7.0 – 9.0	7.0 – 9.0

### **Appendix D**

### **Glossary of Terms**

- <u>Best Management Practices (BMP):</u> Specific practices (structural or non-structural), preventive measures or controls used to reduce non-point source inputs to receiving waters in order to achieve water quality protection goals.
- <u>Built-upon area:</u> That portion of a development project that is covered by impervious or partially impervious cover including buildings, pavement, gravel (for pedestrian or vehicular use), recreation facilities (e.g. tennis courts), etc. (Note: wooden slatted decks and the water area of a swimming pool are not considered built-upon area.)
- <u>Natural Conveyance System:</u> Any feature of the landscape or earth, manmade or natural, that carries water in a concentrated flow.
- <u>Credit:</u> A specified percentage reduction in fee for property owners that satisfy credit policy requirements.
- <u>Design Storm:</u> A rainfall event of specified size and return frequency that is used to calculate the peak discharge rate.
- <u>Detention:</u> The temporary storage of storm runoff in a basin or lake, which is used to control the peak discharge rate.
- Equivalent Residential Unit (ERU): For Stormwater billing purposes impervious surface is divided into units equivalent to two thousand five hundred forty three (2543) square feet.
- <u>Impervious Area:</u> An area composed of any material that impedes or prevents natural infiltration of water into the soil. Impervious areas shall include but are not limited to roofs, decks, driveways, patios, sidewalks, parking areas, tennis courts, concrete or asphalt streets, <u>crushed stone and gravel surfaces.</u>
- <u>Intensity-duration-frequency curve:</u> A statistical plot relating intensity, duration, and frequency of design rainfalls. For the purpose of evaluation, the City assumed an intensity of 8.0 in/hr. This value is based on a 10-year design storm. However, if post developed area is a shopping center, downtown area, or other heavily paved area, assumed intensify is increased by a factor of 1.12 %.
- Management Program: A management program should include: description of specific practices to be implemented, proposed program implementation schedule, schedule of specific activities related to implementation schedule, description of how program goals and objectives are to be shared with personnel and site schematic.
- Outfall: A point source at the point where a municipal separate storm sewer discharges to
  waters of the United States and does not include open conveyances connecting two municipal
  separate storm sewers, or pipes, tunnels or other conveyance which connect segments of the
  same stream or other waters of the United States and are used to convey waters of the United
  States.
- <u>Non-Structural Controls:</u> A Stormwater management method that does not require the
  construction of devices or facilities for the purpose of Stormwater runoff control or water
  quality enhancement. Emphasis is on prevention and programmatic solutions to surface water
  pollution.
- <u>Peak Discharge (Qp):</u> The maximum instantaneous rate of flow during a storm, usually in reference to a specific design storm event.
- <u>Point Discharge:</u> Additions of pollutants into waters of the United States from: Surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other

conveyance owned by a State municipality, or other person which does not lead to a treatment works; and discharges through pipes, sewers, or other conveyance, leading into privately owned treatment works.

- <u>Rational Method (Q= CIA)</u>: An engineering formula for the estimation of peak Stormwater runoff rates from small urban and rural watersheds.
- <u>Retention:</u> The holding of runoff in a basin without release except by means of evaporation, infiltration, or emergency bypass.
- <u>Runoff:</u> The part of precipitation that flows toward a stream on the ground surface (surface runoff) or within the soil (subsurface runoff).
- <u>Runoff Coefficient:</u> The ratio of runoff to precipitation. *Runoff coefficients assumed for predevelopment and post development are .20 and .80 respectively.*
- <u>Stormwater:</u> Stormwater runoff, snow melt runoff, and surface runoff and drainage.
- <u>Structural Control:</u> A Stormwater management method that requires the construction of devices or facilities for the purpose of Stormwater runoff control or water quality enhancement.
- <u>Swale(Ditch)</u>: Open channel that infiltrates and/or transport runoff waters.
- <u>Time of Concentration:</u> The time required for a particle of water to flow from the most remote point in any section of the drainage area to the point of design.
- <u>Water Quality:</u> Based on water properties including presence of heavy metals, suspend solids (TSS), nutrients, pH, and chemical oxygen demand (COD).
- <u>Water Quality Basin:</u> A constructed structural control to improve water quality and remove selected pollutants.
- Zero Discharge Facilities: A Stormwater management method which captures and contains 100% of Stormwater runoff within property boundaries.

### **REFERENCES:**

Debo, T.N. and Reese, A.J., (1995), Municipal Stormwater Management, CRC Press, Inc.

Guilford County Planning and Development Department (c. 1994), "Water Quality Protection Manual," Greensboro, NC.

# **Appendix E:**

### **Stormwater Credit**

# Application

(Please print or type) page 1





Part I	Background Inform	mation	
Account Num	ber:		
Property Add	ress/Description:		
Owner		Authorized Represent	ative (if applicable)
Name:		Name:	
Title:		Title/Position:	
Telephone Nu	ımber:	Telephone Number:	
Please note th	nat this application must be r	renewed on an annual basis.	
Please provid	le requested background in	nformation.	
The following	g items must be attached to s	how that the property meets the fee	e reduction criteria.
	location	s for discharges and BMP's	
Total Site On-site I	design calculations for property Area (1) = Drainage area (DA) to BMP= permit holder	<u> </u>	acresacres yes [] no[]

Note: If using multiple BMP's please attach required additional sheets.

(Please print or type) page 2

### Part II Non-Point Source (NPS) Pollution Control

Please provide the following background information.

Please refer to NPS pollution control criteria in credit policy.

All of the following criteria must be met in order to receive the 5% NPS Pollution Control credit. If any of the NPS pollution control criteria does not pertain to your business, please write "does not apply". If a representative other than the one identified under "General Information" is overseeing the 'non-point source pollution control" component of the credit program, please provide the following information:

the 'non-point source pollution control" component of the credit program, please provide the following information:			
Person responsible for coordination non-structural activities:  Title/Position:  Telephone Number:			
Be	Title/Position:       Telephone Number:         Best time to reach this person:       # of personnel:		
	riteria 1) Educational Programs  Where and when will environmental information and literature be posted and distributed?		
2.	How will environmental information /literature be distributed directly to organizational personnel?		
	Criteria 2) On Site Refuse Management Identify where waste and recycling material disposal information will be posted:		
2.	Describe your on-site waste material recycling program. Be specific.		
Nu	Imber of recycling material collection site located on property:		
3.	How are on-site refuse containers which are exposed to wind, rain, snow, etc. covered?		
( <b>C</b>	Priteria 3) Stormwater Structure Maintenance & Cleaning Identify stormwater structure locations on property. (please refer to Credit Policy for a glossary		

 Identify stormwater structure locations on property. (please refer to Credit Policy for a glossary of Stormwater structure terminology):

### (Please print or type) page 3

2.	Please identify the maintenance and cleaning schedules for the following stormwater structures (enter " $N/A$ " for structures that do not exist)			
	Catch Basins & Outfalls:			
	Curb & Gutter:			
	Other Structures:			
•	riteria 4) Paved Area Sweeping How often will parking lot sweeping/cleaning activities take place?			
2.	Describe the organizations parking lot sweeping/cleaning program?			
Ho	ow will sweeping be conducted?			
W	hat type of equipment will be used?			
W	hich days of the week and at what time will sweeping be routinely conducted?			
3.	If using a contracted firm to conduct sweeping, please indicate contract information(company name, address, telephone number, contract number, length of contract, contract expiration date)			
( <b>C</b>	riteria 5) Used Motor Oil Recycling Program Location of used motor oil recycling facility.			
2. 3.	Is motor oil reprocessed on site? Yes [ ] No [ ] If answer to 2 is no, please indicate contract information (company name, address, telephone number, contract number, length of contract, contract expiration date) for company that handles removal of used motor oil from site.			

### (Please print or type) page 3

4. Indicate the amount of used motor oil collected on site per month.	
5. Indicate the amount of used motor oil which is collected on site and reprocessed or se reprocessed per month.	ent to b
Non-Point Source Pollution Control Credit	%
Part III. Stormwater Quality and Runoff Control Credit Computations	-
The computations will be computed consistent with the following format. These computations are based on the rat method using assumed average runoff coefficients for various land uses.	ional
Part IIIA: Runoff Control Credit Computations. (Maximum 20%)	
Runoff Control (Qp) Calculations, please compute:  Pre-Development (Qpre) runoff = 1.6 X DA to BMP=	
Post Development (Qpost) runoff with BMP =	
% Reduction Calculation = (Opost) without BMP - (Opost) with BMP (Opost) without BMP - (Opost) without BMP - (Opost)	
% Reduction=	_ %
Runoff Control Credit = % reduction x <u>DA to BMP</u> x 20% Total Site Area	
Part IIIB: On-site Water Quality Control (Maximum 15%)	
Water Quality Credit = % runoff routed through drainage basin x % pollutant removal rate x 15% max- credit Water Quality Credit =	t <sup>(2)</sup> .
Part IIIC: Off-site Water Quality Control (Maximum 15%)	
% Reduction Calculation = (Offsite Drainage Area) x BMP % removal x 15% (Onsite Drainage Area)	
Offsite Quality Control Credit=	%
<ul> <li>(1) In 90% or greater impervious areas, the factor 6.4 will change to 7.2</li> <li>(2) For Credit Pollutant Removal Achieved for BMP's, refer to Table 1 in Appendix B of credit policy.</li> </ul>	

# Stormwater Credit Application (Please print or type) page 4

Part IV: Credit: Compute Stormwater credit
Non-Point Source Pollution Control Credit (5% max.) + Runoff Control Credit (20% max.) + On-site Water Quality Credit (15% max.) = Stormwater Credit.
STORMWATER CREDIT = %
The application packet should consist of the application forms and 2 copies of applicable plans plusupporting calculations which will allow for a complete review of the site and existing/proposed Stormwate controls.  The above items must be included to receive a Stormwater services credit.
Submit a copy of plans and calculations to
City of Greensboro Stormwater Management Division P.O. Box 3136 Greensboro. NC 27402-3136
Signature (Owner or Authorized Representative): Date: